



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
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Patti J. Wallace, CPPB
Director of Purchasing

Addendum No. 1
October 3, 2016
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Your reference is directed to **Number 03162-16, A16-0402 Janitorial Services for River Center Branch Library**, which is scheduled to open at 11:00 a.m. CST on October 10, 2016.

The following changes and additional information is being made part of the Invitation to Bid:

The Bid Opening Date has been changed as follows:

READ: October 10, 2016, 11:00 a.m. CST

CHANGED TO: October 17, 2016, 11:00 a.m. CST

- **Page 16, Holidays: The following holidays are being added to the solicitation: Memorial Day and Veterans Day**
Janitorial Services will not be required on these holidays.
- **Floor Types & their approximate square footage measurements:**
Concrete Flooring: approximately 7,563 sq. ft.
Ceramic Tile: approximately 544 sq. ft. (in restrooms and storage area)
Vinyl Composite Tile: approximately 274 sq. ft. (in the staff lounge area)
- **Due to limited parking at the Library location, parking will not be available for janitorial staff at this location. Contractor will be responsible for any parking expense.**

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

(Company Name)

(Date)